

 <b>LARA</b> <b>LICENSING AND REGULATORY AFFAIRS</b> <b>CUSTOMER DRIVEN. BUSINESS MINDED.</b>	<b>Effective Date:</b>	09-12-2011	
	<b>Policy #:</b>	G-33	
	<b>Supersedes:</b>		
<b>Subject:</b> <b>Telephone, Cellular Phone, and Facsimile Use</b>		<b>Page:</b>	1 of 1

## **PURPOSE**

This policy provides guidelines for the proper use of state telephone, cellular phone, and facsimile equipment and personal cellular phones by Department of Licensing and Regulatory Affairs (LARA) employees. Procedures for this policy are located on the FAST web page ([Wireless Phone Procedure](#)).

## **GUIDELINES**

1. **State telephone lines & wireless equipment:** Employees should use State telephones, wireless devices and facsimile equipment only to conduct official State business. Some personal local telephone calls may be necessary, but these should be kept to a minimum and as brief as possible. Personal text messaging is not authorized on State-owned devices. Personal collect or long distance telephone calls made on or charged to the State-owned telephone system violate state administrative procedures and this policy. Employees are not to use the State telephone system for personal collect or long distance calls. Charges for personal collect or long distance calls on the State telephone system are collected from the employee.
2. **Personal wireless devices in State facilities:** While at work, employees shall exercise discretion in using their personal wireless devices and text messaging. Excessive personal calls or text messages, distracting ringtones or conversations are not allowed.

## **ENFORCEMENT**

LARA bureaus will review their own telephone and wireless bills for unusual use. When misuse is suspected, the appropriate supervisor is contacted. Please refer to the Wireless Phone Procedure. Supervisors and managers are responsible to ensure that employees comply with the guidelines of this policy. Violations may result in discipline, up to and including dismissal.